



APPLICATION FOR PRELIMINARY SUBDIVISION PLAT APPROVAL
(Sections 11.070 – 11.110 Lehi City Development Code)

For Office Use Only

File #: _____ Application Date: _____ Project Name: _____

Date Paid: _____ Receipt Number: _____

Fee: Residential - Single family detached lots \$250 + \$60 per lot; Multi-Family/Attached units - \$250 + \$50 per unit

Commercial - \$250 + \$75 per lot

Name of Proposed Subdivision: _____ Total # of Lots: _____

Address of Proposed Subdivision: _____

Name of Applicant or Authorized Agent(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Name of Owner(s) (if other than applicant): _____

(if more than one owner, attach additional information for each owner to this application)

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Owner's Signature of Authorization to file: _____

(if more than one owner, attach the signature of each owner to this application)

Name of Licensed Engineer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

APPLICATION SUBMITTAL PROCEDURES

- (1) _____ The applicant shall **make an appointment** to meet with a member of the Planning Staff for a **pre-submittal meeting** at least one day in advance. **Plans that are "dropped off" without a pre-submittal meeting will not be accepted.**
- (2) _____ At the pre-submittal meeting the applicant shall submit *one 36 x 24 inch* copy of the proposed Preliminary Plat. The staff member will review the submittal with the applicant to determine whether it is complete, and whether the plat contains all the information from the Preliminary Plat Checklist outlined below.
- (3) _____ Once the application is determined complete by the Staff, the applicant shall submit:
 - (a) _____ All fees.
 - (b) _____ This completed application form.
 - (c) _____ *Seven (7) thirty-six by twenty-four (36 x 24) inch and Three (3) eleven by seventeen (11 x 17) inch* reproducible copies of the proposed Preliminary Plat.
 - (d) _____ *One (1) electronic copy in PDF format.*
 - (e) _____ *Three (3) copies* of the drainage study with narrative (must be stamped and signed by a licensed engineer).
 - (f) _____ *Three (3) copies of the CBR test results and geotechnical report.*
 - (g) _____ *Nine (9) preliminary or draft copies* of any restrictive covenants (CC&Rs), Bylaws, environmental

- studies, narrative, etc. (if applicable)
- (h) _____ Stamped, addressed envelopes (#10 business size) for all property owners within 300 feet, **including mailing list.**

When *all* materials are submitted, the request will be scheduled for the Reviewing Departments. Applications are scheduled on a first come first serve basis and space is limited. The deadline for submittals is Thursday at noon.

APPLICATION REQUIREMENTS

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. A land surveyor licensed to practice in the State of Utah shall prepare the Preliminary Plat. All engineering and/or surveying documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. If the plat contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application for Preliminary Subdivision Plat Approval (*additional information may be required by the Staff, Planning Commission or City Council*). The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Preliminary Plat.

Follow carefully the Checklist below and **initial each item** as being completed, or put N/A if waived by staff or not applicable to approval process:

Format and General Items

- (1) _____ All engineering and/or surveying documents stamped by engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration.
- (2) _____ A title block showing:
 - (a) _____ Name of the subdivision.
 - (b) _____ Type of development (residential, commercial, PUD, PRD, etc.).
 - (c) _____ Name and address of owner of record, developer and designer.
 - (d) _____ Name and address of engineer or land surveyor.
 - (e) _____ Date of preparation.
 - (f) _____ Tabulation of acres, lots, open space and units per acre.
- (3) _____ Graphic and written scale at no more than one (1) inch equals one hundred (100) feet or as recommended by City Engineer.
- (4) _____ North arrow.
- (5) _____ Township and Range, section lines, and other monuments.
- (6) _____ Vicinity map at a scale of one (1) inch equals one thousand (1,000) feet.
- (7) _____ Topographic contour intervals of no greater than two (2) feet, unless otherwise stipulated by City Engineer.
- (8) _____ Surveyed boundary of the subdivision.
- (9) _____ Location and names of adjacent properties/property owners and platted subdivisions.
- (10) _____ Location of zoning boundary lines within and adjacent to the proposed subdivision.
- (11) _____ Location, *height and type* of existing fence lines within and contiguous to the subdivision.
- (12) _____ Location, use, and dimensions of all existing buildings within the proposed subdivision. Indicate which buildings are to remain and which are to be removed.
- (13) _____ Location of all proposed lots including:
 - (a) _____ Lot dimensions.
 - (b) _____ Lot frontage.
 - (c) _____ Lot area (square feet).
 - (d) _____ Building setback lines (building envelopes).
- (14) _____ Lots consecutively numbered or lettered in alphabetical order.
- (15) _____ Location of existing features within and contiguous to the proposed subdivision including:
 - (a) _____ Existing public utility easements.
 - (b) _____ Existing utilities including power lines/poles (must identify ownership of lines as Lehi City or Rocky Mtn. Power), telephone, cable, gas, fiber optic, etc. Indicate whether they are to remain or be re-located. If they are to be relocated, show the proposed new location.
 - (c) _____ Irrigation ditches.
 - (d) _____ Drain pipes, drainage channels, and culverts.
 - (e) _____ Railroads.
 - (f) _____ Bridges.
 - (g) _____ Water bodies, springs or water sources within twenty-five hundred (2,500) feet.
 - (h) _____ Wells (show and label whether the well is to remain or be abandoned - if the well is to be abandoned, add a note on the plans stating "existing well to be abandoned and capped by a certified well driller and documentation provided to

Lehi City”).

- (i) _____ Equestrian, pedestrian and bicycle trails.
- (16) _____ Location and dimensions of any common space or open space areas including property to be set aside for parks, playgrounds, trails, or other public or private uses, with a designation of the purpose of those areas, and conditions, if any, of the dedication or reservation.
- (17) _____ Location and extent of all cuts and fills exceeding (3) three feet anywhere on the project site and any associated retaining walls.

Roads

- (18) _____ The location and width of all existing and proposed roads, rights-of-way, alleys, and other public ways (all main roads must comply with the Lehi City Master Transportation Plan).
- (19) _____ Cross sections of all existing and proposed roads (include road dimensions and location of utilities within the road.)
- (20) _____ Proposed names of all new roads.
- (21) _____ Location of all existing and proposed curb, gutter and sidewalk within the subdivision including:
 - (a) _____ An indication of the grades.
 - (b) _____ Flow arrows showing direction of storm water surface flows.
- (22) _____ Location of any necessary temporary turnaround easements for emergency access on dead end roads.
- (23) _____ Proper Cul-de-sac lengths of no greater than 400 feet.
- (24) _____ Block lengths no greater than 1,000 feet.
- (25) _____ Not more than 50 units off of a single point of access and provision for future access to adjacent vacant parcels.
- (26) _____ Street intersection offsets of not less than 150 feet.
- (27) _____ If adjacent to a state road specify UDOT access size and location (UDOT approval will be required at final plat).

Water/Sewer

- (28) _____ Location and size of existing and proposed culinary and pressure irrigation water lines (including existing lines adjacent to and/or affected by the proposed subdivision). Show main lines only. Do not show proposed valves, blowoffs, hydrants, pipe types or other related details. These items will be reviewed with the final plat.
- (29) _____ Location of existing and proposed sewer main lines including size, depth, and slope (show any sewer lines adjacent to or affected by the proposed subdivision).
- (30) _____ Letter(s) of intent for any necessary offsite water or sewer easements across privately owned land.

Drainage

- (31) _____ Drainage system calculations and an explanatory narrative stamped and signed by a licensed engineer.
 - (a) _____ Use Lehi City rainfall curves in the drainage study and calculate 10- and 100-year floods (attach Lehi City rainfall curves to drainage calculations).
 - (b) _____ For detention basins, submit calculations to justify sizing based on 100-year design storm.
- (32) _____ Existing and proposed storm drainage improvements including:
 - (a) _____ Major drainage facilities, outfalls, and discharge.
 - (b) _____ Drainage pipe locations, sizes and depths.
- (33) _____ Location of detention/retention basins with an indication that the basin(s) will include the following:
 - (a) _____ Minimum 1-foot freeboard.
 - (b) _____ 3:1 slopes or flatter.
 - (c) _____ Grass covering and underground sprinkler system.
 - (d) _____ Designation of the purpose and conditions, if any, of the dedication or reservation.
- (34) _____ A written statement from the appropriate agency accepting responsibility for all surface and subsurface drainage, which is directed into channels owned, by the agency (such as irrigation companies, private land owners, etc.).
- (35) _____ Letter(s) of intent for any necessary offsite drainage easements across privately owned land.

Irrigation Ditches

- (36) _____ A written statement from the appropriate agency (such as irrigation companies, private land owners, etc.) regarding the effect of the proposed subdivision on any irrigation channels or ditches and any piping or other mitigation required.
- (37) _____ The location, size and grade of any required piping for irrigation ditches as per the irrigation company letter.

Sensitive Lands

- (38) _____ Identification of natural features or sensitive lands including, but not limited to:
 - (a) _____ Wetlands.
 - (b) _____ Floodplains, floodways and areas that would be covered in water in a 100-year storm event.
 - (c) _____ Areas where ground water rises periodically to within two (2) feet of the surface of the ground.
 - (d) _____ Slopes exceeding thirty (30) percent.
 - (e) _____ Vegetation areas (including name and size of all existing trees and shrubs which could be incorporated into the subdivision).
 - (f) _____ Threatened or endangered species habitat areas.
- (39) _____ A letter from the Army Corp of Engineers regarding any wetland areas within boundaries of the proposed plat.

Buffering

- (40) _____ The proposed treatment of the perimeter of the development, including materials and techniques used (may be required to

comply with Section 18-010 - Right to Farm), such as:

- (a) _____ Fences.
- (b) _____ Berms.
- (c) _____ Walls.

Required Notes

- (41) _____ Provide a note on the preliminary plat which states that the following items will be reviewed at the time of Final Plat review (because these items will be reviewed with the final plat, please do not show them on the Preliminary Plat):
- (a) _____ Plan & profiles/construction drawings of public improvements.
 - (b) _____ All pipe types, specific locations & details (bends, detector tape etc.).
 - (c) _____ Valves.
 - (d) _____ Blowoffs including size type & protection.
 - (e) _____ Manholes, boxes and related details.
 - (f) _____ Water & sewer service details.
 - (g) _____ Fire hydrants.
 - (h) _____ Lot line utility easements.
 - (i) _____ Street lights/street signs/traffic signs.
 - (j) _____ Power line extensions & dome/transformer locations.
 - (k) _____ Lot addresses
 - (l) _____ CBR values and road sub-base.
 - (m) _____ Subdivision monumentation and lot corner markers.

Other Required documents

- (42) _____ A surveyor's plat showing existing fence lines, existing deed lines, existing road rights-of-way and ROW widths, and proposed subdivision boundary lines shall be *included with each set* of the preliminary subdivision plans.
- (43) _____ If the subdivision is proposed as a PRD or PUD, the applicant must complete an application for PRD or PUD and provide detailed information regarding proposed features including building elevations, materials, and amenities.
- (44) _____ If the subdivision is in a Planned Community Zone, the applicant must include detailed information regarding proposed features including building elevations, materials, amenities, and any other provision of the Planned Community.
- (45) _____ If the proposed subdivision is adjacent to or in close proximity to an existing agricultural area or activity, an agricultural or irrigation right-of-way or easement, or an agricultural open space or agricultural preservation area, a Right to Farm Analysis must be submitted in accordance with Chapter 18 of the Lehi City Development Code.
- (46) _____ Landscaping plan for all park, open space, and common ownership areas including:
- (a) _____ Location, name and size of all proposed trees, shrubs, and plants.
 - (b) _____ Indication of proposed seed mix for grass areas (previously accepted seed mixes have included: 18% "Bluestar" Kentucky Bluegrass, 19% "Marquis" Kentucky Bluegrass, 17% "Newport" Kentucky Bluegrass, 17% "Touchdown" Kentucky Bluegrass, 16% "APM" Perennial Ryegrass, 13% "Accent" Perennial Ryegrass).
 - (c) _____ Indication of proposed irrigation facilities (underground sprinkler system).
 - (d) _____ Location of the clear view area at all street intersections (a triangular area formed by a line connecting the property lines at points 35 feet in each direction from the intersection) and an indication that no landscaping or other obstruction in excess of 3 feet above finished grade shall be allowed in the clear view area.
- (47) _____ A development phasing schedule (if applicable) including the sequence for each phase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.
- (48) _____ Draft copies of any proposed restrictive covenants or other private reservations.
- (49) _____ An electronic (computer disc or email) copy of the proposed subdivision layout in DGN or DXF format (used by the Building Official for street and lot addressing).
- (50) _____ Three (3) copies of the California Bearing Ratio (CBR) test results and geotechnical study.
- (51) _____ As a courtesy to property owners, all applicants for preliminary subdivision shall provide the City with stamped and preaddressed envelopes for each owner of record of each parcel located entirely or partly within three hundred (300) feet from any boundary of the property subject to the application, including any owners of property in unincorporated Utah County or adjacent municipalities, together with a **mailing list for those owners**. The names and addresses shall be as shown on the most recently available Utah County tax assessment rolls. It shall be the sole responsibility of the applicant to verify that the mailing list and envelopes are complete and accurate.
- (52) _____ Applicant and/or Applicant's engineer/surveyor has purchased the latest Lehi City Design Standards and Public Improvements Specifications Manual (available at the Planning Department Office for \$10).
- (53) _____ Applicant and/or Applicant's engineer/surveyor has reviewed Lehi City's existing and master plan utility maps (available for review or purchase at the Planning Department Office).

EFFECTIVE PERIOD OF PRELIMINARY SUBDIVISION PLAT APPROVAL

A Preliminary Subdivision Plat shall not authorize the development of land. After a Preliminary Subdivision Plat has been approved by the City Council, the applicant may file an application for Final Subdivision Plat approval. The approval of a Preliminary Plat shall be effective for a period of two (2) years from the date the preliminary plat is approved by the City Council, at the end of which time the applicant must have submitted a final subdivision plat for approval for the entire preliminary plat or portion thereof. If a final subdivision plat is not submitted within the two year period, or as extended according to the provisions of Section 10.120, the preliminary approval shall be void.

APPLICANT(S) CERTIFICATION

I (we) certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I (we) understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I (we) also acknowledge that I (we) have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I (we) also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature _____ Title _____ Date _____

PLEASE NOTE: Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.

PRELIMINARY SUBDIVISION PLAT APPROVAL PROCESS